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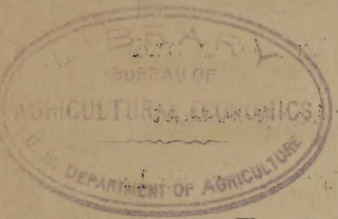
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

FEB 15 1934

OFFICE OF THE COMPTROLLER

November 15, 1933.



CLAIMS SECTION PROCEDURE IN KEEPING RECORDS OF  
CLAIMS RECEIVED AND SETTLED

The following procedure is prescribed in settling claims against the Agricultural Adjustment Administration:

1. Cases received in Claims Section will be receipted for by receiving clerk and the duplicate receipt will be filed in said Section in chronological order.
2. Record Cards (Form Ccl-5) will be prepared in duplicate - one set of cards will be filed alphabetically according to the name of the claimant and one set will be filed according to the State and County Code Numbers and then by Serial Number of the case. The alphabetical file shall be a permanent file and cards will be withdrawn only for the purpose of making necessary entries thereon. The cards in the State and County file will be used for keeping a work record and will be known as the "Live File," i. e., cases that are pending in the Claims Section. When cases are assigned to a Claims Examiner the name of the Examiner to whom assigned and date of assignment will be entered on the card. When the case is finally closed the action taken and date will be entered on the card in the "Live File" which will then be transferred to a closed file. The same entry will be made on the card in the alphabetical file which will be returned thereto.
3. Brief of Case (Form Ccl-6) will be prepared and placed in the folder of each case. This form is for the convenience of the Claims Examiner in keeping a record of all correspondence and other action taken which will show



at a glance the progress of the case.

4. For follow up purposes each Claims Examiner shall keep a file arranged chronologically of all correspondence on cases assigned to him.

5. Each claim shall be examined and approved by a Claims Examiner and a Claims Reviewer independently of each other. In the event of disagreement between the Claims Examiner and the Claims Reviewer, the Claims Reviewer shall set forth his views in writing and return the case to the Claims Examiner for further consideration. If the Claims Examiner does not concur in the views of the Claims Reviewer, the Claims Examiner will set forth his views in writing and submit the case to the Chief of the Claims Section for consideration and proper disposition. The written views of the Claims Examiner and Claims Reviewer must remain in the file as a part of the permanent record.

6. Cases on which allowances or partial allowances are recommended will be handled as follows:

a. The amount or amounts recommended for allowance will be stated on Form Ccl-1, which shall be prepared by the Claims Examiner in quadruplicate (one original and three duplicates).

b. The Claims Reviewer, if concurring in the findings of the Claims Examiner, will indicate his approval on Form Ccl-1.

c. The Claims Examiner and the Claims Reviewer having indicated their agreement as to disposition of the case, the case will be forwarded for the approval of the General Auditor and the Comptroller of the Agricultural Adjustment Administration.

d. If the settlement of a case requires the cancellation of a check previously issued upon certification in the audit thereof, no action will be taken on such case unless and until said check has been returned to the Disbursing Clerk of the Department of Agriculture. Upon receipt of notice from the Disbursing Clerk that the check has been returned to him, the Claims



Examiner will prepare Form Ccl-7, in duplicate, requesting cancellation of such check, and forward it along with Form Ccl-1 for the signature of the Comptroller of the Agricultural Adjustment Administration. When Forms Ccl-1 and Ccl-7 are signed by the Comptroller, these forms, together with the case jacket, will be returned to the Claims Section. Form Ccl-7 will then be forwarded, in duplicate, to the Disbursing Clerk of the Department of Agriculture, and upon the return of the duplicate of Form Ccl-7, properly certified, to the Claims Section, the same procedure will be followed as set forth in 7 and 8, infra.

e. The original Form Ccl-1 must be signed by the Claims Examiner, the Claims Reviewer, the General Auditor, and the Comptroller in their own handwriting. The first carbon copy must be signed by the Comptroller, and the names of the Claims Examiner, the Claims Reviewer, and the General Auditor may be typed or stamped thereon only after the original of Form Ccl-1 has actually been signed as herein indicated. On the other two carbon copies the names of the Claims Examiner, the Claims Reviewer, the General Auditor, and the Comptroller may be typed or stamped only after the original has been signed by such persons.

7. Upon approval of the Comptroller the case will be returned to the Claims Section. The original of Form Ccl-1 will be segregated with other Forms Ccl-1 of the same State and County which have been approved for payment. They will then be submitted to the Machine Unit of the Contract Records Section, together with CR44 or the particular commodity form, as its authority to prepare the schedule of the claims on the Comptroller's form prescribed therefor. The schedule, together with the original of Form Ccl-1, will be returned to the Claims Section.

8. The Schedule of Claims will be checked against the original Form Ccl-1 and if found correct the schedule properly approved will be forwarded



to the Settlement Unit of the Contract Records Section accompanied by envelopes appropriately addressed with the State and County Code Numbers and Serial Number typed on the lower left-hand corner thereof, containing the second carbon copy of Form Ccl-1 to be forwarded to the claimant with the check. There will also accompany the properly approved schedule the first carbon copy of Form Ccl-1, which has been signed by the Comptroller, to be retained by the Disbursing Clerk of the Department of Agriculture for his records. The original of Form Ccl-1 will be filed in the folder to which it pertains and the folder returned to the proper Audit Section to be filed in the regular order. The third carbon copy of Form Ccl-1 will be retained in the Claims Section as a permanent record and will be filed under State and County Code Numbers and then by Serial Number of the case.

9. Cases on which total disallowances are recommended will be handled as follows:

a. The Claims Examiner shall fully state the reasons for the disallowance of a claim on Form Ccl-2 which will be prepared in triplicate.

b. The Claims Reviewer if in agreement will indicate his approval and the case will be forwarded to the General Auditor and Comptroller for approval. If the Claims Examiner and Claims Reviewer cannot agree the same procedure will be followed as outlined in 5, supra.

10. The original of Form Ccl-2 will be signed by the Comptroller of the Agricultural Adjustment Administration and will be mailed to the claimant.

a. One copy of Form Ccl-2 must be signed by the Claims Examiner, the Claims Reviewer, the General Auditor, and the Comptroller in their own handwriting. The names may be typed or stamped on one copy of Form Ccl-2 but not until one copy has actually been signed by each of the above.

11. The original of Form Ccl-2 will be signed by the Comptroller of the Agricultural Adjustment Administration and will be mailed to the claimant.



b. One copy of Form Ccl-2 will be filed in the folder to which it pertains and the folder returned to the proper Audit Section to be filed in regular order. One copy of Form Ccl-2 will be retained in the Claims Section as a permanent record and will be filed under State and County Code Numbers and then by Serial Number of the case.

11. In preparing Form Ccl-1 or Form Ccl-2 the Claims Examiner will be required to describe fully therein and state the disposition of the check, if any, previously issued in the case, regardless of whether said check has been canceled by the Disbursing Clerk of the Department of Agriculture or whether the payee thereof has been permitted to negotiate the check without prejudice to his right to submit claim for an additional amount alleged to be due.

(Signed) John B. Payne  
Comptroller

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